

**2010 Schedule for Post-Separation Vacation Pay Deferrals
to the State of Hawaii Deferred Compensation Plan**

A. Pay Period in which employee's date of separation from service (COB Date) occurs+	B. Deadline for Department Personnel or Payroll Office to provide employee audited final vacation payout amount OR if unable to audit leave records and/or process vacation payout by target date	C. Deadline for employee to submit and finalize paperwork with ING for vacation pay deferral set- Up	D. Deadline for employee to rescind request for deferral with ING	E. Deadline for Department Payroll Office to submit vacation payout to DAGS- Central Payroll for target payout date	F. Target pay date of vacation payout by State and deferral by ING
Jan. 1-15	Feb. 11	Feb. 22	Feb. 25	Mar. 4	Mar. 19
Jan. 16-31	Feb. 26	Mar. 4	Mar. 10	Mar. 19	Apr. 5
Feb. 1-15	Mar. 15	Mar. 22	Mar. 25	Apr. 7	Apr. 20
Feb. 16-29	Mar. 29	Apr. 6	Apr. 9	Apr. 20	May 5
Mar. 1-15	Apr. 14	Apr. 21	Apr. 26	May 5	May 20
Mar. 15-31	Apr. 29	May 6	May 11	May 20	Jun. 4
Apr. 1-15	May 14	May 21	May 27	Jun. 6	Jun. 17
Apr. 16-30	May 28	Jun. 7	Jun. 10	Jun. 17	Jul. 2
May 1-15	Jun. 14	Jun. 21	Jun. 24	Jul. 7	Jul. 18
May 16-31	Jun. 30	Jul. 8	Jul. 13	Jul. 22	Aug. 5
June 1-15	Jul. 14	Jul. 21	Jul. 26	Aug. 6	Aug. 19
June 16-30	Jul. 29	Aug. 5	Aug. 10	Aug. 23	Sept. 5

If the dates in column B, C and D fall on your department/agency furlough day, then the deadline date is the prior business day.

The dates below for the 2nd half of 2010 are tentative dates to be used as a guideline, pending the release of the 2010 Payroll Schedule for July through December of 2010.

July 1-15	Aug. 13	Aug. 19	Aug. 27		Sept. 20
July 16-31	Aug. 30	Sept. 7	Sept. 10		Oct. 5
Aug. 1-15	Sept. 13	Sept. 20	Sept. 24		Oct. 20
Aug. 16-31	Sept. 29	Oct. 6	Oct. 11		Nov. 5
Sept. 1-15	Oct. 14	Oct. 21	Oct. 26		Nov. 20
Sept. 16-30	Oct. 29	Nov. 4	Nov. 9		Dec. 5
Oct. 1-15	Oct. 29	Nov. 4	Nov. 9		Dec. 5
Oct. 16-31	Nov. 15	Nov. 22	Nov. 29		Dec. 19
Nov. 1-15	Nov. 29	Dec. 6	Dec. 9		Jan. 5, 2011
Nov. 16-30	Dec. 15	Dec. 22	Dec. 28		Jan. 20, 2011
Dec. 1-15	Dec. 29	Jan. 6, 2011	Jan. 11, 2011		Feb. 5, 2011
Dec. 16-31	Jan. 14, 2011	Jan. 24, 2011	Jan. 27, 2011		Feb. 20, 2011

The shaded rows above indicate that for separations occurring in the noted Pay Periods any vacation deferral must be completed within 2-1/2 months from the employee's date of separation (COB Date); therefore, the deadline dates outlined in that portion of the schedule must be followed.

**** Note:** Request for Post-Separation Vacation Pay Deferral Forms must be submitted to Department Personnel Office and ING no later than fourteen (14) days prior to your last date of employment (unless waived by your Department Personnel and Payroll Office).

* Pending release of the Payroll Change Schedule Due Dates for Calendar Year 2009.